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December 6, 2005

MEMORANDUM

To: Carol J. Shirey, Director, Human Resource Services

From: Larry Edward Penley, President 

Subject: Appointing Authority Delegation- State Personnel System

I hereby issue this written delegation of Appointing Authority powers for all actions affecting the University's employees covered by the State Personnel System requiring such power. The following positions are delegated Appointing Authority status in the matters indicated.

Delegation of Appointing Authority power in all matters affecting employees covered by the State Personnel System.

<u>POSITION</u>	<u>CURRENT INCUMBENT</u>
Director of Human Resource Services	Carol J. Shirey
Associate Director of Human Resource Services	Vacant
Assistant Director of Human Resource Services	Linda Rad

I further delegate to the Director of Human Resource Services the authority to further delegate authority over matters of discipline to those University officials who, in her/his opinion, possess the judgment and the knowledge of the rules of the State Personnel System to properly exercise such authority. In all instances of such re-delegation, written notice shall be provided to the then sitting President of Colorado State University.

Delegation of Appointing Authority power in grievance and performance pay dispute matters affecting employees covered by the State Personnel System.

POSITION	CURRENT INCUMBENT
The Provost and all Vice Presidents	Multiple
The Deans	Multiple

Should the cognizant Provost, Vice President or Dean be unavailable or unable to deal with the issue due to a conflict of interest the Director of Human Resources shall delegate this authority to another University official on a case by case basis.

Nothing in this delegation shall be interpreted to affect the ability of academic and administrative department heads to make decisions implementing policy which affect their subordinate State Classified employees including, but not limited to, assignment of duties, scheduling of work hours, approvals of time off, etc. whenever such authority is exercised in accordance with Federal or State laws, University policy and State Personnel rules and procedures. However, the Director of Human Resource Services shall have the authority to modify or rescind the operational decisions of academic and administrative department heads which, in her/his judgment, are inconsistent with such rules, policies or procedures.

This delegation shall revoke and supersede all prior delegations of Appointing Authority issued by the President of Colorado State University.

xc: Donna Aurand, Interim General Counsel
Keith Ickes, Vice President for Administrative Services